



Permanent Diaconate Advisory Committee Terms of Reference

A. Preamble

The Permanent Diaconate Advisory Committee (herein called Advisory Committee) is composed of the Director of the Permanent Diaconate Office, as well as a suitable number of priests, deacons, consecrated women and men, and lay faithful who represent the diversity of the Archdiocese. It provides advice to the Archbishop and the Director on various matters which arise in the process of formation and diaconal ministry.¹

B. Purpose and Objectives

1. The duties and purposes of the Advisory Committee for the formation of permanent deacons are the following²:
 - a. Aspirant Path of Formation
 - To review the dossier of all applicants for admission as aspirants, and to identify those it judges as possessing the qualities necessary for successful completion of the aspirant path, distinguishing between those best-suited to begin formation immediately, those who should be deferred to a future date, and those it deems unsuitable.
 - To propose members for panel interviews of those being considered for acceptance in the current cohort, to assess the applicant's level of awareness of the diaconal vocation, and to obtain information about his family life, employment stability, financial commitments, and general aptitude for diaconal ministry. If he is married, his wife must take part in an interview during the aspirancy phase; if judged necessary, an interview can also involve any children living at home.
 - To meet and recommend to the Archbishop, individuals for admission to aspirant formation following the above process.
 - b. Candidate Path of Formation
 - To review all pertinent data on the aspirant and give a judgment of his suitability.
 - To review the progress of each applicant for candidacy toward the end of the aspirancy period to determine his readiness for admission into the candidate path of formation.
 - c. Ministries of Lector and Acolyte & Ordination to the Diaconate
 - To assess the candidates prior to their installation in the ministries of lector and acolyte, and to make recommendations in this regard to the Archbishop.

¹ Directory for the Formation of Permanent Deacons, n.46.

² Directory for the Formation of Permanent Deacons, nn. 47-49.



- To evaluate candidates prior to ordination to the diaconate and to make a recommendation in this regard to the Archbishop.
2. The duties and purposes of the members of the Advisory Committee with respect to the ministry of permanent deacons are the following³:
 - To assist the Director in effectively supporting deacons in active ministry.
 - To meet and make recommendations to the Archbishop regarding ministerial assignments and transfers for deacons, in order to ensure their effective distribution throughout the Archdiocese.
 - To participate in individual interviews at least once every five years with each deacon regarding his assignment and ministry.
 - To participate in individual interview whenever a change of assignment is requested by a deacon.
 - To participate in individual interviews more frequently in special circumstances, or when deemed necessary or appropriate by the Archbishop, the Director of the Permanent Diaconate Office, or the Advisory Committee.
 - To assist in the development of policies and procedures relating to the permanent diaconate.
 - To serve as a source of information for parishes and institutions seeking applications from a deacon for full- or part-time employment in a parish or institution.
 3. The Archbishop may assign other duties to the Committee, or to a subcommittee of it, as he deems useful.⁴
 4. The Committee may establish subcommittees to carry out its responsibilities to conduct interviews. The subcommittee will provide the Committee with a written report of each interview.⁵
 5. In these and all matters, the Committee's recommendations are advisory in nature. Upon reviewing its recommendations, the Archbishop decides who will be admitted, allowed to continue, or ordained.⁶
 6. All members at the beginning of their term take an oath of secrecy as prescribed by the Archbishop and are obliged in every way to protect the reputation of all those who apply for admission, whether accepted or not.⁷

³ Directory for the Ministry of Permanent Deacons, n. 54, a-g.

⁴ Directory for the Formation of Permanent Deacons, n. 50, b.

⁵ Directory for the Formation of Permanent Deacons, n. 50, d.

⁶ Directory for the Formation of Permanent Deacons, n. 50, c.

⁷ Directory for the Formation of Permanent Deacons, n. 50, g



C. Composition of the Advisory Committee

Ex-Officio Members

The Director of the Permanent Diaconate Office is an ex-officio member.⁸

Elected Deacon

One deacon is to be elected from among the Archdiocesan deacons. All Archdiocesan deacons who are incardinated in the Archdiocese and possess current faculties of the Archdiocese have both active and passive right of election.

Appointed Members

It is the right of the Archbishop to freely appoint members to the Advisory Committee and may freely remove them.⁹

D. Elections, Term of Office, Vacancies

Elections

- a. The elected Deacon will represent all diocesan deacons.
- b. The Permanent Diaconate Office shall prepare, distribute, and receive ballots for the election.
- c. First Ballot (Nominations): An alphabetical list of all deacons eligible for election will be mailed to all diocesan deacons. Those not eligible for election shall be bracketed. Deacons will nominate a maximum of three candidates.
- d. Second Ballot: The three candidates receiving the most nominations shall be listed in alphabetical order, including those tied for third place if necessary, and this list shall be sent to all diocesan deacons who will vote for one candidate.
- e. In case of a tie on the second ballot, the deacon who is senior by ordination will be considered elected.
- f. The Director of the Permanent Diaconate Office shall inform the Archbishop of the results, and he in turn shall notify the newly-elected members. The Permanent Diaconate Office will notify the diaconal community thereafter. The newly-elected will then assume their position at the first meeting.

⁸ Directory for the Formation of Permanent Deacons, n. 46, b.

⁹ Directory for the Formation of Permanent Deacons, n. 46, a.



Term of Office

- a. The term of office for Advisory Committee members, usually three years, is stated in their letter of appointment¹⁰. The election of deacons takes place on an as needed basis subject to expiring appointments.
- b. Members may normally serve up to two consecutive terms. The Archbishop may ask members to serve longer, as needed.
- c. After a term out of office, a deacon becomes eligible once again for election.

Vacancies

- a. The balloting results will be kept on file and in the event of the incapacity of a member, the deacon with the next highest number of votes shall be chosen to complete the unexpired term.

E. Officers of the Advisory Committee and Their Function

1. The Director of the Permanent Diaconate Office is ex-officio chair. He shall convene and preside at all meetings and prepare the agenda for the meeting.¹¹
2. The Associate Director of the Permanent Diaconate Office shall assist the Chair and preside at a meeting in his absence at his request.
3. The Administrative Assistant of the Permanent Diaconate Office shall record the proceedings of all meetings, keep the roll of members, file all records and communications and send notices of all regular meetings.

F. Meetings

1. The Advisory Committee meets on an as needed basis. Meetings are called by the Director of the Permanent Diaconate Office.
2. Notice and purpose of meetings will be given to all members by the Permanent Diaconate Office at least one month in advance.
3. A quorum of the Advisory Committee shall consist of one-half of the total number of members.¹²

¹⁰ Directory for the Ministry of Permanent Deacons, n. 53, a.

¹¹ Directory for the Formation of Permanent Deacons, n. 46, b.

¹² Directory for the Formation of Permanent Deacons, n. 50, f.



G. Amendments

These terms of reference can be amended only by the Archbishop.

**Approved: Memorial of St. John XXIII
October 11, 2018**

+ J. Michael Miller CSB

**† J. Michael Miller, CSB
Archbishop of Vancouver**

**The following policy is hereby SUPERSEDED:
*Permanent Diaconate Advisory Committee Terms of Reference, issued on May 12, 2011***



Appendix I: Procedure for Elections,

For use of by the Permanent Diaconate Office

1. At the beginning of each year, the Permanent Diaconate Office reviews the current roster of the Permanent Diaconate Advisory Committee. If the term of an elected deacon is set to expire that year, the process of elections is timetabled appropriately.
2. When the time for election comes, the Permanent Diaconate Office prepares an alphabetical list of all diocesan deacons with active and passive right of election (cf. Statutes, Article C, Elected Deacons). This list has bracketed those not eligible for nomination in the upcoming election.
3. The First Ballot (Nomination) is prepared, consisting of this list, and sent to all diocesan deacons, including those not eligible for election/re-election. The deacons are asked to nominate up to three individuals. The deacons are given a deadline by which to return the nomination ballot.
4. Nominations are forwarded to the Permanent Diaconate Office for counting. An alphabetical list is made of those nominated. This list becomes the basis of the second ballot.
5. The Second Ballot (Election) is prepared and sent to all diocesan deacons. The names of those nominated are listed in alphabetical order. Deadline for receiving the ballot is clearly indicated.
6. Election ballots are mailed to the Permanent Diaconate Office for counting. The name of the successful candidate is forwarded to the Archbishop (see Statutes, Article D, Elections, F.).